DRAFT

Appendix 5 CHECKLISTS

Exhibit 5.1   **Project Management Office Implementation Checklists.**

5.1.1   Pre-Implementation.

5.1.1.1   Connectivity Questionnaire.

Approximately D-165 on the implementation timeline, a member of the deployment team will contact the POC at each implementation site to make a preliminary assessment of computing capability. The following questionnaire deals in large part with ADP/connectivity, LAN infrastructure, and base infrastructure requirements. Typical elements for consideration include dial-up connections, wide area network connectivity, workstation configurations, protocol, operating system and version, electronic mail configuration, software/hardware compatibility, system interface, and digital signature viability.

**Part A
SITE INFORMATION**

A.1 SITE NAME & ADDRESS. If military installation, camp, post, or base, please list name and state. If in federal office building or mall/shopping center, provide name and actual address. **DO NOT** use P.O. Boxes or street intersections. If overseas and not on a military installation, provide foreign address.
Name_____
Street_____
City_____State/Country_____Zip Code_____
List county or counties for this location (USA only)_____

A.2 COMMAND STRUCTURE. To successfully field the Defense Travel System, the Project Management Office and civilian contractor must develop a clear understanding of the command structure for each site. From the perspective of the site listed in A.1 above, please answer the following items related to command and control.

A.2.1 Support Services Provider. Please list the command(s) or agencies upon which your commanding officer or senior manager depends for supporting services, such as computing, finance, and travel:
Component_____   Command ID _____
Point of Contact _____
Mailing Address _____
Phones & Fax: (Comm) _____ (DSN) _____ (Fax) _____
E-mail _____

A.2.2 Tenant Commands. Please list all commands that report to your command for supporting services, such as computing, finance, and travel:

DRAFT

Component	Command ID	POC	Address	Phones & Fax	E-mail
				Com: DSN: Fax:	
				Com: DSN: Fax:	
				Com: DSN: Fax:	
				Com: DSN: Fax:	
				Com: DSN: Fax:	

A.3 <u>OVERALL SITE POINTS OF CONTACT (POC)</u>. List primary and alternate points of contact. These individuals should be from the DoD Component that has overall responsibility for implementing the Defense Travel System. The POCs should: (a) know their command and control and local administrative structures, (b) be familiar with the site's contract for travel services, (c) be able to answer general questions regarding the survey, (d) monitor progress in completing the questionnaire, (e) act as liaison between the site and the PMO-DTS, (f) review sections of the questionnaire for completeness, (g) ensure that the survey is accomplished, and (h) forward completed questionnaires to the PMO-DTS by D-170.

Activity	Name and Rank/Grade	Mailing Address	Phones & Fax	E-mail
	<u>Primary POC</u>		Com: DSN: Fax:	
	<u>Alternate POC</u>		Com: DSN: Fax:	

Part B
ADP/CONNECTIVITY

SITE NAME:_____

Users of the Defense Travel System will consist of two basic computer configuration groups. While travelers will ordinarily be situated at the local command, geographically dispersed commands and agencies may locate AOs, DTAs, and LRAs at central locations. Users may access the common user interface in one of four ways. The following table outlines minimum hardware and software requirements associated with each mode of access.

DRAFT

Connection	Interface	Configuration	Minimum Requirements
Network	Web	Client Workstation	• PC 386 class or better • 8 megabytes (MB) of random access memory (RAM) (32MB recommended) • 3 ½ inch floppy drive • Windows 3.1 or later • Web browser (Netscape 4.06 or later and Internet Explorer 4.0 or later) • Defense Travel System CUI application launcher • KyberWIN • Network client software
		LAN File Server	• Network operating system (Windows NT, Novell NetWare) • Web browser (Netscape 4.06 or later and Internet Explorer 4.0 or later) • Defense Travel System CUI application launcher, if not installed on workstation • Internet gateway
Network	Client-Server	Client Workstation	• PC 486 class or better • 16 MB RAM (32 MB recommended) • 3 ½ inch floppy drive • 5 MB free disk space • Windows 3.1 or later • Defense Travel System CUI application launcher, if not installed on the LAN file server • KyberWIN • Network client software
		LAN File Server	• 486 PC class or better • 32 MB RAM • 100 MB Hard Disk (200 MB recommended) • 3 ½ floppy drive • CD-ROM • Network operating system (e.g., Novell Netware, Windows NT) • Defense Travel System CUI application launcher, if not installed on workstation • Internet gateway
Network	Character Mode	Client Workstation	• PC 386 class or better • 16 MB RAM (32 MB recommended)

DRAFT

Connection	Interface	Configuration	Minimum Requirements
			• 3 ½ floppy disk • Windows 3.1 or later • Defense Travel System CUI application launcher, if not installed on the LAN file server • KyberWIN • Telnet client • Dial-up networking software • Network client software with access to an internet gateway
Dial-up			• Hardware, operating system and application software requirements are as detailed above for the various interface modes • 9.6 KB modem (56 KB preferred) • Dial-up networking software capable of supporting a PPP connection to the RDC
		Local Registration Authority	• PC 486 class or better • 16 MB RAM • 3 ½ floppy drive • 10 MB free disk space • Token card reader • Stand-alone printer (isolated from network) • Access to Windows NT 4.0 or higher operating system in order to process digital certificates • Access to Netscape Communicator (version 4.06 or higher) • Able to connect to the NIPRNet

*Note: The latest version of Netscape Communicator **must** be downloaded from DISA's Website at http://ssed1.ncr.disa.mil/srp/vendlic.html.*

Part C
LOCAL AREA NETWORK

(Note: Please complete this part for each unclassified LAN to which users are connected as identified in Sec B.2.)

SITE NAME: _____

C.1 OFFICE RESPONSIBLE FOR LAN_____

DRAFT

C.2 LAN ADMINISTRATOR. Name & Rank/Grade: _____

Activity: _____

Commercial Phone Number(s): _____

Fax Number(s):_____

E-mail Address:_____

DSN Number:_____

C.3 WIDE AREA NETWORK CONNECTIVITY. The Defense Travel System should be connected only to non-secure networks. To which of the following WANs is the site LAN connected? ____ internet ____ NIPRNet Other(s) _____

C.4 ENHANCEMENTS. Please comment on any scheduled and funded LAN enhancements over the next 24 months: _____

_____

5.1.1.2   Readiness Checklist.

Between D-30 and D-10 on the implementation timeline, a member of the deployment team will contact the site POC to lay the groundwork for the fielding team to follow. The site POC will assist the deployment team by contacting key command and support personnel at the site to establish the administrative infrastructure necessary to enable the fielding team to maximize its effectiveness while onsite.

Command_____Date_____

Site Number   _____

ITEMS REQUIRED FROM GAINING COMMAND	RESPONSE

Is the site ready to field the system?
   - connectivity (hardware/software)
   - Defense Travel System software installed
   - training (DTA, AOs, LRAs, travelers)	

Roster – decision-makers within the command	
Telephone/Communication - access to two Class A1 phone lines	
Workstation locations - phone numbers and address of rooms where software will be loaded (LAN POC)	
Lead LRA – address, phone number	
Lead DTA – address, phone number	

DRAFT

5.1.2   System Validation.

Deployment teams will use the following checklist to validate system operability.
Command_____Date_____

Site Number   _____

ITEM	YES	NO
Outreach program initiated?		
Have the DTA functions been established and staffed?		
Signed letters on file that appoint accountable officials and DTAs?		
Digital signatures issued to DTA, AOs, CTO, TOs/passenger travel specialists, and travelers?		
Have the trainers completed training for: - DTA? - AOs? - government clerks (if applicable)? - frequent travelers? - infrequent travelers?		
Training system installed and operating?		
Data files loaded? - budget modules - user profiles		
Defense Travel System installed and functioning properly w/o error messages?		
Connections functioning properly? - LRA to CA - CUI to NIPRNet - user connections to CUI		
Local help desk operational and ready?		
CTO operational and ready?		

Comments:

Signatures

_____   _____
             Site POC   PMO

E-mail completed form to: Fax completed form to:
mazurr@osd.pentagon.mil   PMO-DTS, ATTN: Deployment Team
                                     Voice (703) 607-1498 ext 21, DSN 327-1498 ext 21
                                     Fax (703) 602-8570, DSN 332-8570